Land the Job: Mastering your Two-Page Resume
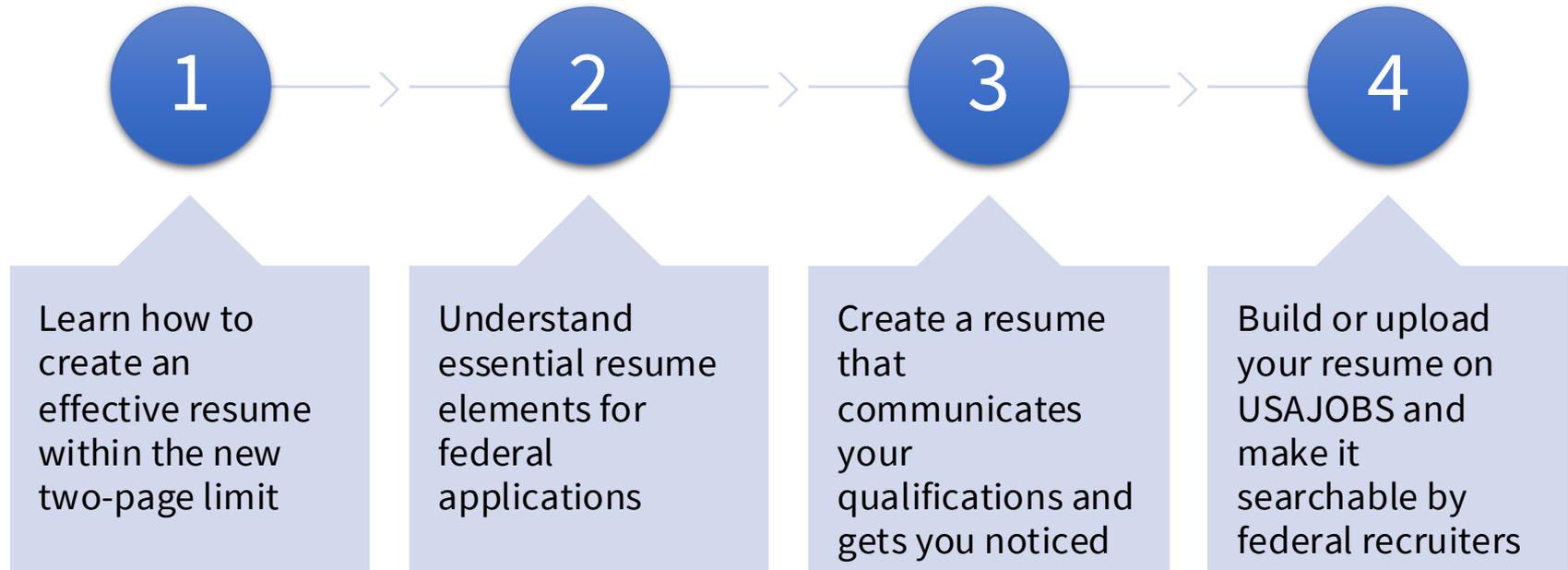

Training for Job Seekers
USAJOBS Program Office
U.S. Office of Personnel Management

OPM
U.S. Office of Personnel Management

Training objectives

1 → **2** → **3** → **4**

1	2	3	4
Learn how to create an effective resume within the new two-page limit	Understand essential resume elements for federal applications	Create a resume that communicates your qualifications and gets you noticed	Build or upload your resume on USAJOBS and make it searchable by federal recruiters

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Background on the two-page resume limit

The [Merit Hiring Plan](#) requires federal agencies to only accept resumes that are two or fewer pages

Creates a shift from the traditional federal long-form resumes to concise, skills-focused resumes

Aligns with skills-based hiring and competency-based assessments

Streamlines the hiring process, reduces applicant burden and creates a smoother transition for job seekers moving between private and federal sector employment

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New two-page resume requirement

Starting September 27, 2025, USAJOBS will only accept resumes that are two or fewer pages. USAJOBS will launch a technical solution that will ensure all resumes uploaded or created in USAJOBS are two or fewer pages

The hiring agency HR specialist must be able to read your resume to determine whether you meet eligibility and minimum qualification requirements

Read the **How to Apply and Required Documents** sections in the job announcement to see if the hiring agency has additional resume requirements

Applicants who submit a resume longer than two pages may be found ineligible for further consideration and should be informed of their ineligibility in status notifications

Required resume elements

Contact Information

- Name, email and phone number

Work Experience

- Job title
- Series and grade (if federal work experience)
- Start and end dates (month/year)
- Hours worked per week
- Aligned with the job announcement and address all required qualifications
- Demonstrate your ability to perform the tasks at the required level stated in the job announcement

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Required resume elements

Education, certifications and licenses

- Some job announcements require specific education, licenses or certifications; include all that are necessary for qualification
- Include supplemental documentation in the application package if required (e.g., transcripts)
- Education information should include:
    - Name of school/institution
    - Completion date
    - Degree type
    - Cumulative grade point average (GPA)

Optional resume elements

- Current security clearance
- Job-related trainings
- Language skills
- Organizations and affiliations
- Professional publications
- References

Read the job announcement as some of these optional elements may be required

Best practices for writing a two-page resume

✓ **Prioritize relevant and recent work experience**
- Focus on work experience that is most relevant to the qualifications and duties listed on the job announcement
- Remove outdated and non-relevant experience

✓ **Use plain language**
- Use concise, results-focused language the HR specialist can easily understand
- Do not use acronyms or jargon

✓ **Tailor your resume to the job announcement**
- Ensure work experience descriptions are aligned with the job announcement and address all required qualifications in the job announcement
- Brief descriptions should demonstrate your ability to perform the tasks at the required level as stated in the job announcement

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Best practices for writing a two-page resume

- ✓ **Demonstrate your skills and competencies**
  - Include your level of experience (e.g., project manager, team lead, senior analyst, supervisor)
  - Use numbers, metrics or quality of work to highlight your accomplishments
- ✓ **Include volunteer work if it's relevant to the job**
  - You can use volunteer, internship or other non-paid work to meet qualifications
- ✓ **Quality check your resume before applying**
  - Can a hiring manager see my experience within 10-15 seconds?
  - Do I sell myself effectively?
  - Are there any spelling or grammatical errors?
  - Have I addressed all qualifications listed on the job announcement?

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Upload your resume on USAJOBS

- Upload a resume (two or fewer pages); USAJOBS recommends using at a minimum .5 margins, 10-pt size font for main content and 14-pt size for headings

- PDF, Word, JPEG, PNG and other files are accepted

- Uploading a PDF resume is the best practice to maintain formatting and number of pages

- Store up to five resumes in your profile

Visit USAJOBS Help Center - How do I write a resume for a federal job? for a full list of formatting recommendations

Build your resume on USAJOBS

- Starts with information from your profile and walks you through building a resume step by step, noting required and optional fields

- You can duplicate and edit your resume to easily tailor it to specific jobs

- Once you enter the resume information, select Complete resume and preview to view the resume length

Make your resume searchable on USAJOBS

- How to make your resume searchable
    - Sign into USAJOBS and go to **Documents**
    - Select the **Searchable** box for the resume you want recruiters to see
- Benefits of making your resume searchable
    - Federal recruiters may contact you directly about jobs or career events
    - Recruiters can match your skills and background with jobs they're trying to fill

Important details about making a resume searchable on USAJOBS

- Only one resume can be searchable at a time

- Your resume is searchable for 18 months, unless you remove it sooner

- Only resumes two or fewer pages can be saved and made searchable (starting on September 27, 2025)

- On 9/27, USAJOBS will expire all searchable resumes, and after 9/27, job seekers will need to create or upload a resume two or fewer pages to make searchable

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Remember!

- Starting on **September 27**, 2025, USAJOBS will **not accept resumes longer than two pages**

- If your uploaded or builder resume is longer than two pages, you'll see a system notification telling you to edit your resume to make it shorter so it can be saved

- USAJOBS will NOT delete or remove any resumes or profiles

- USAJOBS will expire all searchable resumes on September 27, 2025; after this date, you must sign in to USAJOBS and choose a resume in your profile or add a new resume that is two or fewer pages to make it searchable

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Next steps for you

Revise your resume to reflect the two-page limit and other resume best practices

→

Sign into USAJOBS and update your resume (upload or build a resume)

→

Make your resume searchable (after September 27, 2025)

Apply to jobs on USAJOBS.gov

→

Attend resume workshops or other agency career events advertised on the USAJOBS Events page

Thank you!

- Follow us on [USAJOBS | LinkedIn](USAJOBS) to get updates on federal hiring, get notified about critical job openings and learn federal job search and apply tips

- Visit the [USAJOBS Events Page](USAJOBS) to find and register to attend agency career and recruitment events

- Visit the [USAJOBS Help Center](USAJOBS) to learn more about resumes, navigating USAJOBS and the federal hiring process

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